



PR/109164 | Sr. Executive HR & Admin

Job Information

Recruiter

JAC Recruitment India

Job ID

1541872

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 22:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview

One of the leading Japanese MNC into engineering and construction industry having industrial projects in PAN India location

Job Location: Bidadi

Job Overview:

Preparing Budget, Recruitment, Time Office, Salary & Wages Administration, Contact Labour Management, Statutory Compliance, Plant Administration & welfare, Employee Engagement, Documentation

Job Responsibilities:

Responsibilities Heads+A7:A41KRA (Key Result Areas)KPI (Key Performance Indicators)HR Budget To prepare timely and accurately budget, MTP or Revision of HR budget and tracking1. Timely preparation of budget & submission2. Monitoring

and tracking Budget Vs Actual3. Cost Reduction Ideas**Recruitment & Selection** 1. To recruit manpower as per annual plan and onboarding1. Sourcing candidates from various sources2. To rotate trainee and Contract manpower as per schedule and replace2. Adhering to TAT of **120** days to onboard 3. Budget Vs Actuals of headcount 4. Adhering to manpower rotation or replacement schedule 5. Ensure availability of CL manpower as per budget**Functioning of Time Office & Payroll processing**1. To monitor & ensure compliance related to daily attendance, leaves, OT, etc.1. Daily monitoring of employee attendance, Leave, OT, etc. as per policy2. To handle Payroll processing & releasing salary2. Timely review & maintain all records pertaining to time office & Payroll 3. Timely processing & releasing of salary (Having knowledge or hands on experience in Saral Pay a pack is added advantage). 4. Preparing MIS reports of Time office & Payroll processing 5. Generating various reports for statutory payment**Statutory Compliance** 1. To ensure compliance & keep all statutory record maintained as per the legal requirements.1. Maintaining & updating monthly records & registers2. To monitor no legal obligation, penalty & dispute in statutory compliance and timely updating of necessary records pertaining to various laws.2. Timely Preparation & submission of various returns 3. Timely renewal of licenses 4. Timely compliance of any query from govt. office 5. Compliance plan vs actual tracking 6. Ensuring and verifying compliances of contractor and maintaining records.**Employee Relation**

Company Description